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P&P BUILDING SPACE INVENTORY

1. The purpose of this project is to establish an in-house computerized database of the P&P Building physical space usage. The initial design of the proposed system will require the following data fields of information:

    a. Room Number

    b. Description/function

    c. Size (L x W)

    d. Total square footage

    e. Number of Employees (Normal complement - day shift)

    f. Responsible component (Branch or Staff level designation)

2. The data fields should be set up in such a manner as to facilitate the easy access of information from one or more data fields, or any combination of data fields. For example, list all rooms and individual room square footage assigned to the Prepress Branch, and calculate the totals for ~~each category~~ the Branch. Or, list all rooms, regardless of component designation, having "film processing" or "processing" as part of their Description/function, and calculate the total square footage.

3. The main purpose of this project is to have an easily accessible and updateable in-house source, presumably on the MIS,

-2-

to serve as a reference and convenience to responding to
annual projects such as the CRAMS REPORT, or to ad hoc
requests pertaining to building engineering or available
space for equipment enhancements or room renovations. It
is anticipated that once inputted, the database would remain
relatively static, requiring only periodic or infrequent
changes. On the other hand, it might be ~~six~~ feas~~table~~ at a later
date to include additional categories of information, such as
an equipment inventory of each room, and the number of shifts
and days of the week the room is used.

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